

Phoenix Program Process Definition – Accounts Payable

Revised 10-19-00 version replaces Revised 3/26/99 version that replaces 3/24/99 version.

Process	<i>Pay Cycle</i>
Process Number	<i>AP-063</i>

Description of Process

Pay Cycles set up your payment selection criteria for generating System Check and/or EFT payments to your vendors. Pay Cycles are payment selection templates that store criteria the system uses to select vouchers for payment. Some Pay Cycle criteria are Pay through Date, Bank Account, and Payment Method. Once a Pay Cycle is established it should be used repeatedly, updating only applicable data (i.e., pay through date, payment dates, bank account process check boxes and etc).

Accounts Payable will initially establish one Pay Cycle for each agency. This Pay Cycle will include all bank accounts and associated payment methods (i.e., System Check or Electronic Funds Transfer only) for that agency. System Check and EFT can be applicable and established for an individual bank account.

Input to Process

Vouchers ready for payment

Output of Process

Payment generation to vendors

Service Level Agreement Required? (if yes, provide a brief description)

None

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Administer Procurement - Create Payments – Use – Payment Selection Criteria panel group is used request a Pay Cycle.

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
<p><u>Step 1: Create Pay Cycle</u></p> <p>Initially, Accounts Payable will establish one Pay Cycle for each agency. This Pay Cycle will include all bank information that can generate System Checks and/or EFT payments only. Multiple payment methods may be applicable for each bank account. For example: an agency may have an Operating Account that produces both System Checks and Electronic Funds Transfer (EDI); both payment methods would be established for this Pay Cycle.</p> <p>If an existing Pay Cycle changes or additional Pay Cycles are needed, the agencies should contact Account Payable.</p>	Accounts Payable

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Step 2: Request Pay Cycle

Agency

To request a Pay Cycle, Agencies need to complete the following panels: Date Criteria, Bank/Payment Method Criteria and verify the Payment Methods panel. Date Criteria and Bank/Payment Method panels are a part of the Payment Selection Criteria panel group. And Payment Methods is a part of the Bank Information panel group.

Only the agencies that print system checks remotely should verify the Bank Information panel. If agencies that do not print system checks remotely complete the Bank Information panel, they run the tremendous risk of destroying their handdrawn and system check ranges. The check ranges can easily become convoluted and indiscernible from one another. PeopleSoft requires manual and system check stock ranges to always be maintained. The Audit Department also strongly encourages agencies to maintain separate handdrawn and system check ranges.

At the Payment Selection Criteria – Update/Display dialog box, click OK. Your Pay Cycle (i.e., B01401) should default.

On the Date Criteria panel, Users should verify the Pay Through Date and the Payment Date and makes changes if necessary. The system compares the Pay Through Date against the Schedule Due Date on the voucher Schedule Payment panel. If the Schedule Due date is on or before the Pay Through Date, then the voucher is available to be paid in this payment cycle. For a System Check, the Payment Date is the date that prints on the check (like Check Date on GIFS EX61). For an EFT Payment, the Payment Date is the day the actual monetary transfers occur between the agency's bank account to the vendor's bank account. The Payment Date can be different than the Pay Through Date. Allow Discount Alert Dates to default in, SOG does not use this functionality of PeopleSoft. The Payment Accounting Date will determine which fiscal period and year the payment account entries will post in. Current Date defaults as the value for the Payment Accounting Date. The Only time that this date needs to be changed is during Fiscal and Federal Year close. For example) The Actual Fiscal Year Close occurs on July 15th and June (Period 12) is currently the only Open Period. From July 1st thru July 15th, Payments generated need to be posted in June (Period 12). To change the Accounting Date, select Specific Date and enter a June date (i.e., 6-30-00). All payments generated in this Payment Selection Criteria will be payment posted in the open period of June (Period 12) to eliminate any out of balance conditions between Accounts Payable and General Ledger. The Process check box must be selected to generate a payment.

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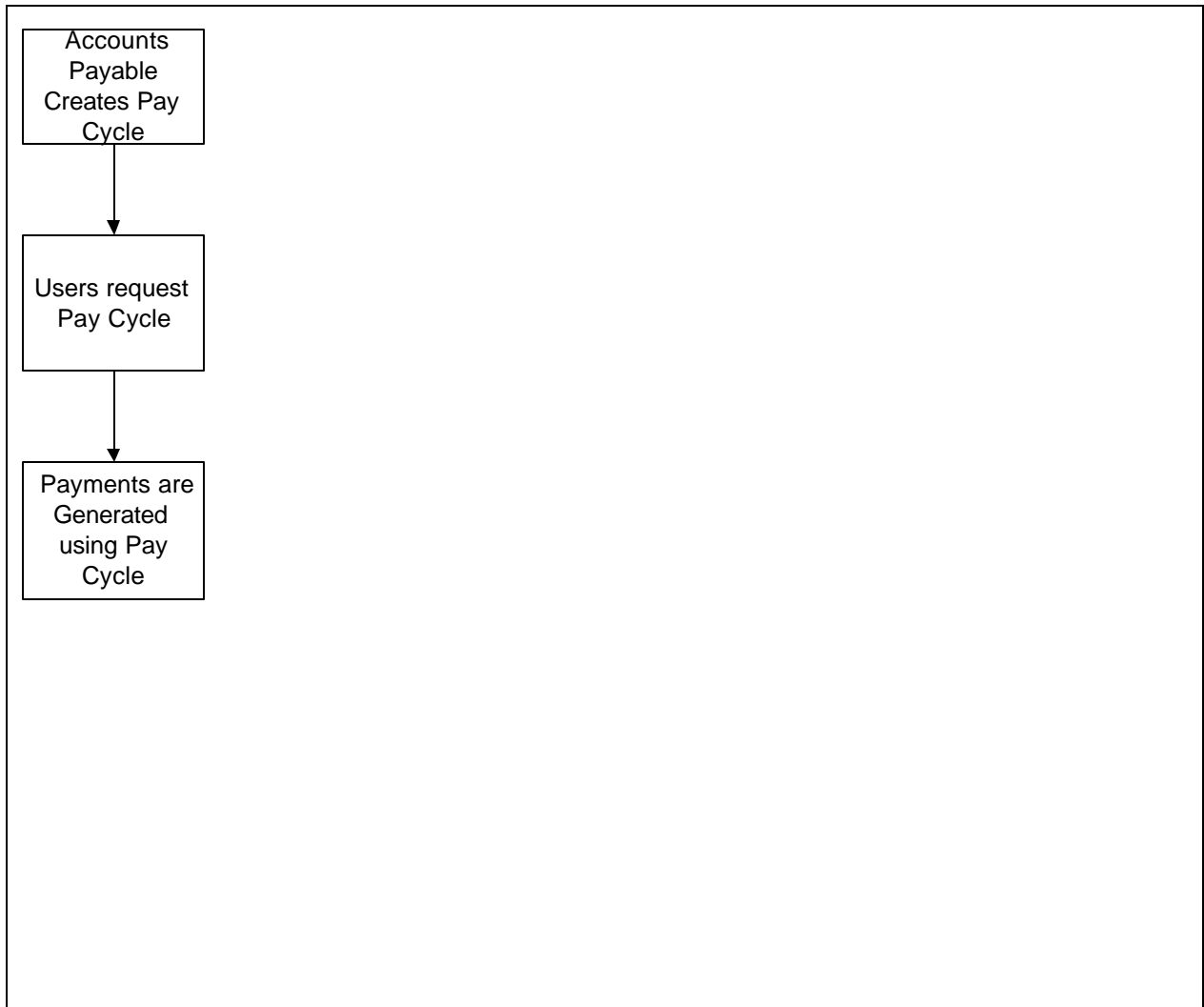
Process Description	Responsibility (Agency/Centralized)
<p><u>Step 2: Request Pay Cycle, contined</u></p> <p>On the <u>Bank/Payment Method Criteria panel</u>, select the appropriate Bank (i.e., 1300 = NationsBank), and Account (i.e., 1000 = Operating Account) to specify the bank account information for which payments will be generated. The Payment Method Process check box will always be selected, users must deselect a particular payment method (i.e., System Check or Electronic Funds Transfer) that they do not wish to process.</p> <p>Wire Report should never be selected as a Payment Method because SOG's wire transfers will not generate a wire report in PeopleSoft.</p> <p>Selecting both Process check boxes will execute that bank account information and corresponding payment methods in this Pay Cycle. Users should be careful when selecting a bank account and payment method in order to generate payments for their intended bank account.</p> <p><u>Only the agencies that print system checks remotely</u> should complete the Payment Methods panel. On the <u>Payment Methods panel</u>, the Last Ref Number should be entered for the appropriate bank account included in this Pay Cycle. The Last Ref Number accommodates the Begin Check Nbr entered on the GIFS EX61 screen in a much different way. The PeopleSoft Last Reference Number is the next system payment check number minus one. For example: if you would like the next system check number to be 54671, the Last Ref Number must be entered as 54670 in order for the system to assign the next available check number as 54671.</p>	Agency
<p><u>Step 3: Generate Payments</u></p> <p>Generate Payments using your Pay Cycle. End users must request payment processing by bank account on the Payment Selection Criteria panel group. The following panels must have the Process check boxes selected: Date Criteria and Bank/Payment Method Criteria in order to generate a payment.</p>	Agency

Forms Used with Process

None

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Process Flow Diagram (if appropriate):



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APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
Kay Reid	DOAS Project Lead			10-19-00
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